

## **CLASS SPECIFICATION**

### **County of Fairfax, Virginia**

**CLASS CODE:** 1211

**TITLE:** HIPAA COMPLIANCE MANAGER

**GRADE:** S-33

#### **DEFINITION:**

Under administrative supervision of the Chief Information Officer, manages and coordinates the County's compliance with the federal Health Insurance Portability and Accountability Act (HIPAA), as well as other state and federal health privacy regulations; serves as the County's HIPAA privacy officer focusing on policy and procedures to comply with the data privacy, confidentiality and security requirements imposed by HIPAA; interprets HIPAA regulations, matrix manages agencies' HIPAA coordinators and directs County agencies in their implementation of these regulations; and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is ultimately responsible for ensuring the entire County government's compliance with the data privacy, confidentiality, and security requirements imposed by HIPAA.

The Information Technology (IT) Security Manager differs from the HIPAA Compliance Manager in that the Security Manager's responsibility for developing and implementing privacy and security-related policies and procedures is limited to the County's hardware, software, and telecommunications systems.

#### **ILLUSTRATIVE DUTIES:**

Ensures compliance to HIPAA requirements in the countywide effort to develop and implement administrative, electronic, technical and physical safeguards to protect the privacy and confidentiality of and access to health information;

Develops, documents and implements, in coordination with senior management, privacy and confidentiality policies and procedures that comply with HIPAA;

Monitors all legislation, as well as state and federal case law as it pertains to HIPAA, and oversees implementation of required data collection, storage, or dissemination changes;

Reports to senior management on emerging legislation/regulations – and related technological developments – to communicate their potential impact on the County;

Initiates, facilitates and promotes activities to foster information privacy and confidentiality awareness within the organization;

Provides leadership (guidance and direction) while working with the Department of Information Technology in developing policy, and, in planning and evaluating the County's technical architecture for database, on-line, web-based and/or electronic transfer as related to information privacy, security, confidentiality and other HIPAA technical requirements;

Reviews information and cyber security and privacy practices enterprise-wide to ensure alignment of policy and implementation of technology supporting HIPAA compliance;

Oversees required reporting of the County's compliance with HIPAA privacy and confidentiality standards to federal and state governments;

Develops or oversees the development, implementation and on-going compliance monitoring of contracts/agreements between county agencies and business partners (contractors, private health providers, etc.) in compliance with HIPAA standards;

Matrix-manages (provides programmatic direction and guidance, reviews and approves budget, standards and initiatives) HIPAA coordinators in various agencies in regards to agency specific compliance plans to ensure full coordination, cooperation and consistency under the county's policies and procedures, and legal requirements;

Chairs various multidisciplinary committees, workgroups and taskforces charged with creating and implementing a countywide privacy and confidentiality program in accordance with HIPAA regulations;

Collaborates with designated staff from Human Resources, County Attorney's office, Risk Management, and Budget to ensure compliance with specific privacy and confidentiality requirements of HIPAA;

Develops, implements, and maintains a countywide information privacy and confidentiality awareness training program related to HIPAA compliance;

In coordination with DHR and the County Attorney's office, develops disciplinary sanctions for violation of privacy and confidentiality policies and procedures and applies them consistently with all county employees;

Inventories current safeguards for health data and determines whether they are sufficient to meet HIPAA privacy standards;

Coordinates initial and periodic privacy gap and risk assessments, and conducts related on-going compliance monitoring activities and takes remedial action, as necessary.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of all aspects of HIPAA regulations, related federal and state laws, and health care accreditation and licensing standards;

Thorough knowledge of information privacy laws, access, release of information and release control technologies;

Thorough knowledge of the principles and practices of organizational management, budgeting, personnel administration, and financial management;

Knowledge of and ability to apply the principles of health information management, project management and process re-engineering;

Ability to interpret federal and state laws that apply to the use of health information into policy, ability to work with complex statutory schemes;

Ability to understand the content of health information in its clinical, research and business contexts;

Ability to provide programmatic leadership to multidisciplinary, high performance work teams/groups;

Ability to communicate both orally and in writing, and to effectively communicate both technical and legal information to lay staff;

Ability to present and discuss information in a way that establishes rapport, persuades others, and gains understanding;

Ability to engage in complex and delicate negotiations in developing sanctions for violations of HIPAA;

Ability to establish and maintain effective working relationships with senior level management both within the County and the private sector as well as employees and other customers.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a Bachelor's Degree in a curriculum emphasizing health care or health care administration, or development of information systems, or a related field; PLUS

Six years of progressively responsible experience in the area of health care or health care administration or management. This experience should have involved the following:

- development of policies and procedures in compliance with federal, state or local government laws and regulations,
- interpretation of complex laws and regulations as they relate to systemwide business requirements of the organization, and,
- experience in leading multidisciplinary work teams/groups.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

ESTABLISHED: October 8, 2002